



Smoke-free Multi-unit Housing Sample resident notification letter

[Insert Date]

Dear Resident:

We are happy to inform you that [insert name of property] is going smoke free [insert the date one year from now].

Tobacco smoke can drift from apartments through air ducts, cracks in floors and walls, stairwells and hallways, plumbing, and electrical lines into common areas and your home. Apartment communities also account for a larger share of smoking-related fires than any other type of residence. This smoke-free policy will help protect all of us from the dangers of secondhand smoke and potential fire risks while keeping the community clean.

We care about the health of our residents, and it is our goal to provide a comfortable community where you can breathe clean air. All current residents will be required to sign a smoke-free addendum during the lease renewal process, whenever permitted under their lease agreement. All new residents will be required to sign a lease that includes the smoke-free policy and effective date.

- This rule applies to all residents, guests, maintenance, personnel and staff.
- Smoking is not permitted in private homes, common areas or anywhere else on the property. [Insert details about your particular policy.]

For more information about secondhand smoke, the benefits of living smoke free or if you're interested in quitting smoking and need help, visit www.breatheeasy.nashville.gov. Resources are available for you to download.

We hope this is a community you feel proud to share with friends and family. Please feel free to contact [insert contact name] with any questions. We are happy to help!

Sincerely,

[Property manager name, title, email and phone]